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## **HUMAN RESOURCE MEMORANDUM NO. 01-057**

**July 31, 2001**

**TO:** Lt. Governor, Secretary, Undersecretary, Assistant Secretaries, Deputy Assistant Secretaries, Program Managers

**FROM:** Mary F. Ginn  
Human Resources Director

**SUBJECT: Comprehensive Public Training Program - Fall Schedule**

Enclosed is the Comprehensive Public Training Program Schedule of Classes for August 2001 to January 2002. Also enclosed is the CPTP Class Registration Form.

As you are aware, the CPTP's Certificate in Supervisory Techniques will be phased out and replaced with four new certificates. This was explained in detail in HR Memo 01-019, dated February 28, 2001.

The course schedule and registration form may be accessed from Channel Z's Human Resources Link or you can view this information on CPTP's web site at <http://www.state.la.us/cptp/cptp.htm>. Also accessible through these websites is the course catalog which describes each course in detail.

Applicants should read the course materials carefully prior to submitting a registration form to ensure their eligibility for enrollment. Please return all CPTP course registration forms to the Human Resources Office after supervisor and agency approvals have been received.

If you have any questions, please contact the Human Resources Office at (225) 342-0880.

Enclosures

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